



# Policies & Procedures Handbook



**LAKE NORMAN VOLLEYBALL CLUB**  
**DIG DEEPER**

LKN Volleyball Club, Inc  
PO Box 675, Davidson, NC 28036  
10/1/2017

# LKN Volleyball Club, Inc.

The following outlines the policies and procedures by which LKN Volleyball Club, Inc. and its coaching staff will operate. It is intended to provide a resource for parents, players, and coaches to reference throughout the season.

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## 1.0 Club Overview

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### 1.1 Introduction and Welcome

First, from all of us at LKN Volleyball Club, thank you for your interest in this organization. We are passionate about the game and committed to taking your daughter to the next level. We understand that athletes have several options as to whom they trust to provide their volleyball training, and we look forward to making you a part of our family. It is our expectation to go above and beyond to develop into your trusted advisor as you navigate the world of elite athletics.

In an effort to best communicate expectations, the following document is intended to outline the Club policies and procedures by which LKN Volleyball Club, Inc. and its coaching staff will operate. It is intended to provide a resource for parents, players, and coaches to reference throughout the season. Please read and understand each section as both coach and player will be required to consent to these procedures by committing to LKN for the season.

### 1.2 History

LKN Volleyball Club, Inc. is a 501c3 non-profit organization, founded in 2012 by Al Arrington and Katie Cook, to promote volleyball for all ages and economic backgrounds throughout the north Charlotte area. The club currently hosts National as well as Regional-level competitive teams whom compete in the USAV, JVA and AAU juniors' volleyball circuits. It is the intention to further promote grass and sand volleyball as well as provide opportunities for adult and boys teams.

### 1.3 Mission, Vision, Values

LKN Volleyball Club, Inc. has adopted the following mission statement:

***To develop strong leaders and good teammates, through the sport of volleyball, by investing in a family atmosphere that CARES.***

LKN Volleyball Club, Inc. expects to continue to serve the ever-growing sport of volleyball, attract and train the region's top athletes, retain and mentor the elite coaches, and collaborate and innovate with the organizing bodies to become the authoritative voice on elite volleyball training.

### 1.4 Board of Directors

#### **Al Arrington, President**

Executive Director since its inception, Al began working with the former Lake Norman Volleyball Club in 2004 as an assistant coach. Al's passion for the game and persistence to always aim higher challenged him to spawn his own club out of the ashes of its predecessor. Through Al's hard work and leadership, the club quickly grew to 10 teams in its first year. Al holds a B.S. in Commerce with concentrations in Management and Information Systems from the University of Virginia's McIntire School of Commerce. He currently works as an IT

consultant in the financial industry. Al and his wife, Victoria, live in Mooresville. They have two canine children, Abby and Ellee.

### **Katie Cook, Vice President**

Cook's focus on compliance, governance, and operational excellence provided the stability and structure needed to manage LKN's unprecedented growth during this time and led to her becoming the Associate Director in 2012. Cook's background includes 6 years of running business operations for one of the fastest growing companies in the U.S. Her innovative approach to organizational development and business operations has helped distinguish LKN as a market leader in youth sports and national prominence among junior girls' volleyball clubs. Katie & her husband reside in Huntersville with their three young children & two dogs.

### **Victoria Worthy Arrington, Director**

Being an avid volleyball player and professional, Victoria Worthy currently directs the Woodlawn School volleyball program. Three years ago, Victoria took a loosely organized program, introduced structure, discipline, conditioning and positional training. Her passion for the sport and coaching experience coupled with her dedication catapulted Woodlawn School Volleyball program into a highly competitive HS team and an aggressively developing MS team. Victoria now serves as the Athletic Director at Woodlawn School. Prior to playing volleyball competitively at the club level, Victoria's High School Team, Jay M. Robinson, took Tournament, Conference Tournament, and District titles her senior year.

### **Andy Cook, Director of Regional Coaching**

Cook's background includes a lifetime of playing baseball including at the collegiate level for William & Mary and at the professional level for The New York Mets Organization. His passion for coaching began with baseball and transitioned to volleyball in 2012 when he assisted his wife at the High School level. The same year, he began coaching at the club level and for the past consecutive seasons has continued to develop volleyball athletes in their fundamental skills, strategic court decisions, passion for the game, and overall leadership. Cook is an avid sports fanatic and practices anesthesia at a local Charlotte hospital.

### **Nick Bradick, Director of Strategic Leadership**

Nick has over twenty-five years of experience providing leadership and technology & banking services to corporate and not-for-profit organizations. Mr. Bradick attended Florida State University undergraduate and graduate school and subsequently Rollins College completing a Master's of Science in Management degree. Additionally, he completed his 3 year School of Banking degree at University of Florida. Mr. Bradick has successfully constructed and managed large scale projects, business alliances and consulting engagements with IBM, Chase Manhattan Bank, Citicorp, Barclays Bank and Bank of America. The breadth of these engagements expanded his client's range of offerings thus extending their value equation to broader market segments, and leveraging alternative distribution channels. Now retired from consulting, Mr. Bradick was invited to be a Professor at the University of North Carolina, Charlotte Belk School of Business. He's also served as Chairman of the Board in the Echo Foundation (Charlotte, NC.), Myositis Association of America

(Harrisonburg, VA) and served in several board positions with the Tower Group and the Sandbox Technical R & D Group. Nick & his wife, Helen, reside in Waxhaw, NC and have three daughters & five grandchildren.

## **1.5 Methods of Communication**

The Board of Directors meets on a monthly basis to discuss all matters regarding the Club. We ask that all communication to the Board be in writing, whether it be electronic or physical communication. For any agenda items, distributed materials, or meeting minutes, please email Katie Cook ([katie.cook@lknvolleyball.com](mailto:katie.cook@lknvolleyball.com)). For all postal mail (including payments), please utilize our club mailing address:

**LKN Volleyball Club, Inc.**  
**PO BOX 675**  
**Davidson, NC 28036**

All public information and announcements will be posted to our club website: <http://lknvolleyball.com> as well as disseminated through email as necessary. All mailing lists are opt-in only and you can unsubscribe at any time.

## 2.0 Club Philosophy

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LKN Volleyball Club believes that young men and women who participate in sports are often influenced tremendously by their athletic experience. As a program, we have an opportunity to cultivate both their emotional and physical development. We believe the path to coaching success begins with defining a philosophy to guide our efforts.

### 2.1 Most Athletes Meet Volleyball through the Coach

With the numerous limiting factors for recreational and gym programs in our area, volleyball is often the last sport taught to athletes and it is the coach who frames their sport experience. A study released in 1990 of 10,000 high school athletes concluded that the quality of coaching has the greatest influence on whether participation in high school sports becomes a positive experience for the young athlete.

The sport of volleyball offers opportunities for athletic success to a wide variety of personalities, body types and natural athletic talent. With its opportunities for individual skill as well as team competition, few other sports can provide so much for so many. There are opportunities to develop physically, emotionally and socially. There are opportunities to discover hidden talents, learn about oneself, and develop a new sense of competence and self-worth. There are opportunities to be part of a team. There are lessons about life and reality. There is the motivation to pursue goals and objectives that most teenagers dismiss as being impossible. All these possibilities are woven into the unique fabric of sport. The responsibility of making them an intimate part of every athlete's volleyball experience rests squarely on the shoulders of the coach.

### 2.2 The Role of the Coach

What exactly is a LKN coach's role? A LKN coach must assume multiple roles. For the coach, the greatest reward should not be the outcome of winning, but rather the process of training and competition. These roles positively affect the personal development of each young athlete. Great coaches use sports as a vehicle to enrich the lives of their athletes and to promote leadership both on and off the court.

### 2.3 Winning versus Success

While society often perceives winning as the most prized outcome of sport, a single focus on winning by the coach can subordinate every other worthy outcome of an athlete's participation in sports. There is nothing wrong with wanting to win, and LKN prepares, trains, and expects to win. Given the choice, all teams would choose to win, but not at all costs. There is a difference between being focused and being obsessed. The means of developing a team is more important than the win-loss record. Winning is not the only important outcome for LKN.

LKN teaches that the opportunity for success is available to everyone. Focusing on such traits as commitment, hard work and determination, rather than solely on the competition outcome promotes player growth. Each player performs a unique team role equally critical to overall team success. Focus on success, rather than the



score, nurtures the student and ultimately lead to winning. Legendary Coach, John Wooden, never discussing winning with his players. Instead he taught them to strive for excellence in their play. As a result, his record of accomplishments remains unmatched. Like Wooden, LKN uses a simple equation for Success.

### **Success = Ability + Preparation + Effort + Trust**

**Ability:** Everyone has ability, but it isn't distributed equally or predictably. This applies to coaches as well as athletes. Often ability is a gift of birth, but that doesn't guarantee any success. The challenge isn't to have ability, but to develop and use the abilities we are given.

**Preparation:** We gain greater use of our abilities by investing in preparation. Only through the persistent and disciplined process of preparation can raw talent be transformed into greater capability. In volleyball, we call this preparation training. Through proper training, athletes become faster, stronger, jump higher, more skilled, knowledgeable, confident and mentally tough. Although developing greater capability is important, it is still no guarantee of competitive success.

**Effort:** Developed ability realizes its value when expressed through the challenge of competition. That expression is accomplished when physical and mental effort summons every ounce of one's capability. Still, athletes often find themselves at the end of the match exhausted, having given all they think possible, but needing to find even more. LKN believes that effort is something that is trained.

**Trust:** When you trust someone, you are willing to take risks that you wouldn't normally feel comfortable. LKN teams build strong trust bonds that are critical to the success of the team. Athletes and teams are successful when they train hard to develop their ability, give their best effort in competition, and show the will to push themselves beyond self-imposed limits. The coach leads through positive reinforcement, fair and consistent discipline, effective communication, and unwavering commitment to the team.

As a Lake Norman coach, we have a role in all aspects of this success equation. We must seek out, identify, and recruit talented players, develop them through intense and stressful training, cultivate an environment of maximum effort, all while building trust bonds that will not only lead us through the toughest matches, but also bring the athletes back year after year.

## 3.0 Membership Process

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LKN Volleyball Club is open to all who wish to learn the game of volleyball. We offer 4 distinct levels of team to best partner similar skill and time commitment.

### 3.1 Team Divisions

LKN expects to field several teams at each USAV age group. Furthermore, the teams will be broken into Travel and Regional teams among various age groups. Within the Travel and Regional teams, participation and talent level will dictate the number and level of teams formed. Please keep in mind not all age groups will form all levels and that the formation of a team is based also on coach availability. All other interested participants are encouraged to join our local league (no maximum). Please note that team formation is effected by the following; tryout numbers, gym availability, and coaching talent. LKN reserves the right to modify its team offerings at any time.

#### 3.1.1 Travel Teams

Travel teams play at the highest level offered at the club. These teams can travel to competitions within the Carolina Region, the JVA, AAU and outside those regions to National Qualifiers in hopes of earning an invitation to play at the USAV National tournament. As such, travel teams are coached by very demanding and respectable coaches who expect the highest level of commitment to the team. Due to the extensive travel, travel team players incur the greatest expense. All travel teams require a tryout in order to be placed on the team. Prior membership with LKN does not affect a player's chance of making a travel team.

#### 3.1.2 Regional Teams

Regional teams compete primarily within the North and South Carolina area. Regional Teams do not incur the same travel demands as the Travel Team. The main difference lies in the location and duration of the tournaments. Though Regional Teams may have the opportunity to play out of state in a 3 day tournament, their schedule compromises mostly of 1-2 day tournaments no more than 3 hours away. Regional Team practices will be as demanding as the Travel Team practices. All regional teams require a tryout in order to be placed on the team. Prior membership with LKN does not affect a player's chance of making a regional team.

### 3.2 Tryouts

#### 3.2.1 Overview

USAV and Carolina Region Volleyball Association determined the tryout period based upon age. LKN will post tryout information by October 1<sup>st</sup> annually to both their website and all relevant published materials. LKN offers at least one tryout session per age division and may utilize callbacks to further refine the teams in order to attract the top talent. Attendance at one tryout session is required to be eligible for both the

Travel and Regional teams. LKN expects to run an intense fast-paced tryout to simulate the practice environment for the upcoming season.

### 3.2.2 Registration Process

Pre-registration is available through our website annually by October 1<sup>st</sup>. The non-refundable tryout fee is per athlete, per tryout age group, and includes your tryout t-shirt and number. Though not required, LKN strongly encourages online registration. Players need to register according to the USAV age definitions and limit tryouts to their appropriate age division, unless pre-approved by the Club. USAV registration is mandatory prior to tryouts.

### 3.2.3 Tryout Process

Arrive 15 minutes prior to the scheduled tryout time. Due to the capacity constraints, all tryouts are closed to spectators. Tryouts commence with a brief introduction followed by warm-ups. All courts are staffed with trained coaches running drills. To ensure the best talent alignment, both the Travel and Regional Teams tryout together. LKN evaluates all athletes on various skills during the tryout period. Since each tryout session may have a different focus, LKN strongly encourages all athletic candidates to attend all tryout sessions in order to truly highlight their overall abilities.

### 3.2.4 Parent Expectations

Parents are solely responsible to ensure their athlete is properly registered and outfitted for tryouts. This includes accurate contact information, athlete's birthday, waivers, and tryout fees. Failure to do so may hamper your athlete's ability to make a team. If a parent has any questions regarding the coaching staff, practice/tournament schedule, player fees, or the Club in general, please send an email prior to tryouts. Please allow 24 hours for a thorough response. Again, all tryouts are closed to spectators. Please arrange transportation accordingly.

### 3.2.5 Coaching Expectations

All coaches need to arrive 30 minutes prior to the start of tryouts to allow ample time to configure gym space. The Club requires additional coaches to check-in athletes and facilitate the tryout process. All coaches take pause to welcome each athlete upon entering the gym and if applicable, quickly incorporate the player into the current on-court activity. The coaching staff responsible for team-selection needs to have a tryout plan developed prior to tryouts to ensure each perspective athlete gets ample consideration. Coaches must record comparative notes on players so they can convey their selections based upon skill and overall team goals. LKN advises each coach to consider the appropriate number of athletes which may exceed the team limit in preparation of any players that may decline the roster. Court coaches must keep drills interactive, competitive, and engaging. Understand that tryout numbers are often very large and as such, under no circumstance should a player be left on the sidelines for an extended period of time. Upon conclusion of tryouts, all coaches need to remain on-site for a

mandatory post tryout review meeting to discuss team candidates. Following the post tryout review meeting, all gym equipment needs to be broken down and properly returned to storage.

### **3.3 Team Selection**

#### **3.3.1 Notification Process**

LKN follows the Carolina Region guidance for tryout and offer process. Coaches are permitted to extend offers as soon as the tryout session commences; however, notification may take up to 5 calendar days following the last tryout. The team selection process is complex and is often frustrating for both the coach and the athletes. Each player will receive either an in-person offer or a phone call with the results of the team selection. At the time of notification, the coach will provide all relevant details pertaining to team specific practice times, tournament dates, and associated club fees. Coaches are not permitted to disclose the names of the full roster until Commitment Night. The coach needs to provide each selected player with any potential roles that player may fill for the team. Please note that roles may change as a team develops are in no way commitments regarding playing time or position.

#### **3.3.2 Acceptance**

USAV adopts a similar policy as the NCAA regarding acceptance. Players may accept a role in writing or verbally at any point up to the team's Commitment Night, without coercion from the Club. Verbal acceptance "soft commits" the player to the team until the player signs the Player Commitment form. Once signed, players are no longer eligible to play for another club. LKN supports and complies with this USAV National policy. However, once an athlete makes a decision to play for a team, we recommend she accepts and promptly notifies the Club of her decision. LKN anticipates having all team rosters verbally committed as soon as possible.

#### **3.3.3 Commitment Night**

LKN requires that the Letter of Commitment and Deposit are returned by Commitment Night. This includes all required paperwork. In order to streamline the process, LKN will facilitate an Open House that will provide for uniform sizing and additional club activities. Failure to submit forms and payment may result in forfeiting your roster position.

## **4.0 Club Dues**

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### **4.1 Description of Dues**

LKN Volleyball Club recognizes that competitive volleyball is an investment in your athlete's development. Each year, LKN trained athletes graduate to play for collegiate programs. LKN is a non-profit organization and therefore only charges fees directly associated with providing each athlete the ability to learn, train, and compete in volleyball. We constantly evaluate the budget and adjust, if necessary to better balance our offerings to provide the best value.

**Dues change annually and will be published in advance of the tryout periods. Note that included in the dues are costs associated with coaching salaries and expenses, administrative costs, team registration, tournament entry fees, and practice facilities.**

## **4.2 Payment Policy**

LKN offers a flexible payment plan to accommodate families. In order to start the season, a 50% deposit is required. Payment may also be made in full before the season. If not paid in full at Commitment Night, the final balance of 50% is due Feb 1st. Players with an outstanding balance will not be allowed to practice or compete until paid in full. All payments must be made payable to LKN Volleyball Club. Those who elect a 50% payment during signing day must have a valid credit card authorization on file. Coaches are not responsible for delivering player fees, so all balances need to be settled via credit or debit card.

### **4.2.1 Method of Payment**

Players may either pay their balance on-line through our website via their player profile by using a credit or debit card. Checks and cash are only accepted for a full payment.

### **4.2.2 Late Policy – Pre-Auth Credit Card**

Accounts are considered late 5 days after monthly due date and will be charged an additional \$25 late fee. After 10 days of non-payment, the credit card on file for your account will be charged the prior month's balance plus the late fee. Players with an outstanding balance will not be allowed to practice or compete until paid in full. Special payment arrangements will need to be approved by the Director. All players must have a valid credit card authorization agreement on file with LKN Volleyball Club authorizing the club to charge the credit/debit card for any past due balances.

### **4.2.3 Refund Policy**

All players will have until the respective Commitment Night to withdraw their acceptance and be eligible for a full refund. LKN has a strict no refund policy for players unable or unwilling to complete the season after this date.

## **4.3 Scholarship Fund and Fundraising**

Many opportunities exist for families to relieve the club fees burden, however, please note that each opportunity is driven by a motivated family and not directed by the team. Participation is strictly voluntary.

### **4.3.1 Scholarship Fund**

LKN offers scholarship opportunities to families with financial need. Therefore, LKN has a dedicated fund available to qualifying athletes. Any applicant wishing to apply for financial assistance will need to begin the process prior to tryouts. Scholarships are awarded by the LKN Board of Directors in conjunction with coaches' recommendations. Scholarships are based on financial need as well as academic and volleyball qualities.

Please check the website to start the application process.

### 4.3.2 Fundraising

LKN participates in fundraising opportunities for athletes each season. Details are announced at a Club or team level.

## 5.0 Practice and Tournament Expectations

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LKN builds its reputation on the quality of our practices and excellence in tournament competitions. In order to maintain our reputation for integrity, LKN holds its coaches and players to strict guidelines.

### 5.1 Travel and Regional Teams

#### 5.1.1 Practice

Practices are mandatory! Practice dates, times, and locations will be clearly communicated by the coaching staff at the start of the season. No practices are cancelled without approval from one of the Directors. In the event of inclement weather, the Director will correspond with the entire club as to how to proceed. Most teams will have two dedicated coaches to the roster. No team is allowed in the gym earlier than 15 minutes prior to the start of practice. All practices will be between 4:00 P.M. - 10:00 P.M. on weeknights, and 8:00 A.M. - 8:00 P.M. on weekends. Practices are closed to spectators in the Huntersville gym.

#### 5.1.2 Tournaments

All teams will travel within the state to compete in regional volleyball tournaments. Regional tournaments are an "all-day" event. Competition begins promptly at 8:00 A.M. (SC Region) and 9:00 A.M (NC Region) respectively. Regional events tend to last until early evening. Teams should expect to drive up to 3hours away to compete. Players are responsible for their own travel arrangements are not permitted to ride with a coach. Coaches will only be compensated for mileage in one personal vehicle. Food is permitted onsite, but typically designated to be setup outdoors.

Multi-day tournaments outside North Carolina require overnight accommodations. Such events typically fall on holiday weekends. Occasionally, athletes may be required to miss school to attend a multi-day tournament. In such an event, advance notification will be provided so players can make the appropriate arrangements.

### 5.2 Additional Competition Team Policies

#### 5.2.1 Officiating Policy

All competitions require participating teams to officiate games. Some have certified officials on the court, others do not. LKN takes pride in our officiating responsibilities and expects that each player take their role seriously and professionally when asked to officiate. Officiating duties are assigned solely by the coaching staff and any player unwilling to officiate will be in violation of team rules and will be required to sit the next match and may jeopardize their position on the roster for the tournament.

### 5.2.2 Uniform Policy

All competitions require teams to be in compliance with USAV and AAU uniform regulations. This includes jersey and spandex as a part of the uniform. Only LKN apparel may be at volleyball competitions. Such gear may include but is not limited to warm-up suits, practice shirts, and spirit wear. Additionally, no other club apparel may be worn to LKN practices. Players found in violation of the team uniform and apparel rules will be required to sit-out the next match which could ultimately jeopardize their position on the roster for the tournament. All players are required to own or purchase LKN issued jerseys (3 for travel teams and 2 for regional teams), 2 practice shirts, and an LKN issued ball. All other LKN pre-selected uniform components are optional and available for purchase through our uniform vendors.

### 5.2.3 Stay to Play Policy

Many competitions require teams to reserve a block of hotel rooms prior to tournament registration. This ensures that hosts of the tournament can secure the largest venues for competition. As such, the Club will reserve rooms on the athlete's behalf in order to enter these tournaments. Each team will be required to secure 8 rooms, including coaches, at the host hotel. Once published, the rooms will be first come, first served until the required room block is filled. Players are required to stay in the host hotel. If the room block is not filled by the deadline, each athlete on the delinquent team will be financially responsible for 50% of one total room for the duration of the tournament stay. The balance will be moved to the player's fees and due immediately with the next payment. Players with an outstanding balance may jeopardize their position on the roster and be ineligible for competition.



## 6.0 Parent Expectations

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Parents' most important role is to support their player, team, coach and club. Players will undoubtedly have a hard practice or a rough tournament, and it is the parents' job to support the overarching goals the team is striving to achieve.

### 6.1 Overall Commitment

Parents support their players by cheering, not coaching. Parents will assume financial responsibility and pay in a timely manner. Parents will do their best to ensure players arrive to events on time. Lastly, parents will be amicable to all parents, players, coaches, and refereeing staff.

### 6.2 Parent Code of Conduct

- Cheering LKN teams for their play and NOT jeering or harassing the opponent's team, officials, or work teams for their performances;
- Realizing that the officials and their work teams strive to do their best to fairly referee the game, but ultimately, the outcome of the game lies with the performance of the LKN team. Therefore, all LKN members and their families will exhibit appropriate sportsmanship;
- Acknowledging that some LKN players are relative beginners in the sport of volleyball and will make mistakes—probably at critical times in a match. We will be patient and supportive through these times for all players we are around;
- Realizing that coaching is NOT a science and that all coaches will make decisions that are popular and unpopular. However, we believe that every member of the LKN coaching staff acts in the best intentions of the team, and the best intentions of each and every player. We may not agree with every decision they make, but we will respect that decision.
- Refrain from talking to the players during practice or games. The players need to maintain full concentrating on the game.
- Refrain from talking to players about other players or other parents. Tampering with players' team chemistry is not helpful.
- Parents are not allowed to approach the bench, sideline, referee table or stand during game play, timeouts or otherwise.
- Ensure that players are at practices and team functions on time. All practices are closed to spectators. At the coaches' discretion, spectators may be invited to attend practices or inner-club scrimmages.

- Support decisions made by team parent representative and share all responsibilities assigned by the team representative. Realize that this is a difficult voluntary job and that gaining consensus from multiple families is difficult, but achievable through open dialog and compromise.
- All teams are required to stay in the club elected hotel block; **no exceptions.**
- Acknowledge that decisions rendered by the Board of Directors are made placing emphasis on the overall best interest of LKN and will abide by these decisions.

### **6.3 Communication with Coaches and Directors**

Should any questions or concerns arise pertaining to your daughter or her status with regard to her team, parents should follow the process of discussion described below in order to understand the situation:

- If players have concern(s), they are encouraged to first reach out to the coach for a one-on-one meeting.
- If there is still concern following the one-on-one meeting, then parent(s) and player(s) will attend a mutually agreed upon meeting with the head coach.
- No discussion will take place during practice times or on days of competition. Although this might require patience, please realize the coach is responsible for the entire team and should not be expected to focus on one individual at crucial team training events.
- If concern(s) still exist on behalf of any party, a meeting involving the LKN Director, head coach, player(s) and parent(s) may be warranted to seek resolution. Only after such meeting will the matter be resolved and closed.

All problems and concerns are vetted only in a scheduled face-to-face meeting. All outcomes will be confidential and private. Please refrain from sending inappropriate or accusatory emails to any LKN staff, coaches, team representatives or *fellow parents*.

**Email, as used by LKN, will be used for information dissemination.**

## **6.4 Contracts and Release Forms**

Once the official season kicks off the following forms will be required to sign:

- LKN Volleyball Club, Inc. Parent/Player Contract (page 29)
- Letter of Commitment
- Medical Release

**Please refer to the LKN Website for a complete and current list of all seasonally relevant documents and memberships needing completion, signatures, and notary, if applicable.**

## 7.0 Player Expectations

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Players are expected to obtain a club and team first attitude. Players should expect to learn and continue to build upon their fundamental skills. Likewise, players will learn about the strategic volleyball game, fast-paced offense and defensive systems. Most of all, players are expected to be disciplined, competitive, energetic, responsible, and hard-working.

### 7.1 Overall Commitment

Players are to attend all practices, tournaments and team/club events.

### 7.2 Player Code of Conduct

- Will tell the truth to coaches and harbor an environment of trust and respect with the team. Will refrain from the temptations of alcohol, smoking, and anything that will harm the body.
- Will overcome the urge to complain, think negatively, backstab, take part in cliques, act selfishly, or to engage in any other unnecessary behavior that disrupts team chemistry.
- Will maintain an academic life on a solid foundation throughout the season, utilizing good time management to take care of my academic responsibilities as a student athlete. Understanding that academics cannot be used as an excuse to miss team or club events. Players need to complete tasks early.
- Will be loyal to teammates, to coaches, and program. Thus, will sport LKN gear during practices and tournaments. Will wear LKN gear with pride.
- Will learn the principles of positive reinforcement and apply them in practice and competition.
- Will show frequent and genuine appreciation to those who work on our behalf. This includes all parents (including your own), chaperones, guest coaches, trainers, tournament directors, referees, and club administration.
- Will comply with the acknowledgement rule at all times. (using good listening, verbalization, and eye contact skills)

- Will operate with a high level of gratitude and respect for what has been provided (i.e. keeping the gym space clean, picking up personal trash on tournament sites, keeping hotel rooms and buses clean, etc.) and will do this with a sense of pride.
- Will be accountable to all team requirements (i.e. completing all tasks on time, being dependable, being punctual, performing refereeing assignments, etc.)
- Will perform all refereeing assignments before leaving tournament sites.
- Will work to eliminate the use of obscenities during practice and competition.
- Will accept the decisions of the coaching staff regarding playing time. Support my teammates on and off the court. Likewise, will remain engaged in all matches off and on the court continually cheering and supporting the team.
- Will strive to develop into a player who can perform despite the pressures arising from competitive play and develop effective communication and conflict resolution skills. Will build relationships strong enough to survive and thrive in stress.

### **7.3 Communication with Coaches**

Players should email coaches to set up a time outside of practice and tournaments to discuss skill development, playing time, team chemistry or other issues that may arise. Coaches will meet players in public, neutral area, to discuss players concern. Coaches will give direct feedback to players as to outline expectations. Players are expected to reply to coach emails within a timely manner.

## 8.0 Expectation of Coaching Staff

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### 8.1 Coaching Code of Conduct

Players are most important. Coaches are here to help build the skills and confidence of the players first and foremost.

- Team chemistry, dynamics, and overall season progress are to be constantly monitored by coaches. Coaches should have a pulse all these aspects and remedies if necessary.
- Coaches are to attend all practices. This means arriving 15 minutes early, running effective and challenging practices, and making sure the gym is broken down each night.
- Coaches are to attend all tournaments. Arrive early, attend coaches meetings and notify team/parents of play schedule.
- If coaches are going to miss a practice and/or tournament they need to find a fill-in coach.
- Over communicate to players and parents. Coaches will give players consistent feedback regarding their skill development throughout the season AND, Coaches will promptly send details regarding tournament schedules, arrival times, game times, break times, and dismissal times
- One coach must be present at the referee table when team is refereeing. Coach should fairly rotate players' refereeing assignments.

### 8.2 Communication with Parents

It is the responsibility of the coach to promptly and effectively outline practice, tournament and team expectations with all families. Email will be the primary form of communication. Text message is appropriate when at a multi-day tournament to notify families of court change and arrival time.

## 9.0 Grievance Policy

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### 9.1 24 Hour Rule

All grievances need to wait **at least 24 hours** before reaching out to coaches via email or phone to set up a meeting. Taking time to let initial feelings subside allows for logical, controlled discussion.

### 9.2 Playing Time

*Playing time* is **NOT guaranteed**. Families pay to learn skills during practice time, not pay for playing time in tournaments. Players learn to play roles of Leader, Points Winner or Stabilizer; these roles earn playing time through practice.

- Players must develop a strong skill base measurable in practice drills and game statistics.
- Players must display an ability to play consistently at your highest level, regardless of the talent across the net. You are able to elevate your team and dominate weaker opponents.
- Players must display a commitment to team guidelines.
- Players must display a competitive attitude both during practice and in competition.
- Players must display a commitment to strength training, conditioning, nutrition, and solid sleep and rest habits.
- Players also need to be evaluated across several "intangibles", such as the ability to inspire others, to heighten your play during critical moments in a match, quickly adapt to tendencies of another team, and so forth.

#### 9.2.1 Clarifications

- If players are not on the court for a match, please do not assume the coaches reasons for playing time decisions without speaking directly to the coach (See Grievances). Many factors determine play time, including but not limited to game strategy, substitution patterns, preferred match-ups, or the quality of practice performance leading up to the match
- Understand that above all, playing time decisions are motivated by coaches' obligation to produce a team that will best compete with opponent.
- If, at some point in the season, a player disagrees with any coaches' decisions, the player needs to maintain emotional control and continue their contribution to the team's chemistry.

### 9.3 Absences

- If a player misses any of the two practices prior to a tournament said player will be ineligible to play in the first set of that match.
- If a player is more than 30 minutes late to any of the two practices prior to a tournament said player is ineligible to start in the first set of that match.
- If a player misses more than 7 practices a meeting will take place with the player, parent, coach and Director to discuss the future of the player on the team.
- Coaches are not judges. Meaning, coaches will not determine which absence is more important than another. An absence is an absence, no exceptions.
  - School work is not an excused absence. Calendars are given in advance and players should use time management.
  - Family is important to us all. LKN understands that at times players will have family obligations; likewise coaches will not deem these absences more important than others.
  - Sickness is expected in the winter months, and in an effort to be fair to the absence policy it will not be considered an excused absence.
  - Religious obligations (during practices or tournaments) are respected, but in fairness, they will be treated alongside the absence policy as well.



## 10.0 General Facility Rules

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LKN established their current contractual business relationship with Pal-A-Roos Daycare in 2006 (Note the Huntersville location is now owned and operated by Rainbow Childcare Centers). Per this contract, LKN is able to facilitate practices at their Huntersville location. Our secondary practice location is located at Breakaway Sports. To continue to abide by our facility contracts LKN coaches, players and parents must adhere to the following:

### 10.1 Entry and Exit

No LKN member may enter LKN-leased facilities outside of agreed hours. Coaches are allowed to enter the side entrances with key-code access. All players must enter and exit through gym doors only. Parents are not allowed to loiter in the facility hallways at Huntersville.

### 10.2 Parking

All cars should park with their headlights facing away from the building, as to not shine their headlights into the classrooms at Huntersville. No overnight parking is allowed.

### 10.3 Safety

Players are not to be in the gym unless supervised by their teams' coach. Players should not arrive any earlier than 15 minutes prior to practice and should not wait alone in the parking lot. Coaches are not permitted to share the code or keys with players or parents or other outside parties.

### 10.4 Alarm

The Huntersville facility's alarm will be disarmed upon arrival and set upon departure. Coaches will see that this is done correctly.

### 10.5 Cleanliness

The gyms must be left in better condition than they were found. All water bottles, sweatshirts, etc. must be picked up prior to leaving the gyms. Coaches will designate a captain or player to ensure that the gym is clean.

### 10.6 Restrooms

Each gym has designated restrooms. The restrooms are NOT changing rooms; players need to come dressed out to practices.

## 11.0 Risk Management

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With an increase in participation comes an increase in injury. LKN strives to emphasize athlete development, conditioning, personal responsibility and team responsibility.

### 11.1 Insurance Policy

All club members are required to have accidental/medical insurance that will cover them in the event of injury or illness. All players, coaches, and Board of Directors need to be registered with USAV.

### 11.2 Release Liability

LKN requires a signed Liability Waiver from each Participant before they will be allowed to participate in any LKN league or activity. The Participation Waiver must be filled out and submitted prior to any open gym, private training, or club tryouts.

A Release and Waiver of Liability/Informed Consent and a Code of Conduct must be signed by each club member, renewed annually, and turned in to the Director prior to participation in club activities.

### 11.3 Copy of Physical Form

A copy of the annual physical fitness form performed by a licensed medical practitioner will be required prior to participation in any club activity.

### 11.4 Kid Safe Policies

The development of the LKN Volleyball Club, Inc. Risk Management Policy & Kid Safe procedures is NOT meant to be "PUNITIVE", but is designed to protect the coach and the players. The below points are to be enforced among coaches, players, and other LKN staff or parent volunteers.

- Avoid being alone with a player in non-public settings.
- Avoid being alone with a player (who is not a family member) in any setting including a car. If two adults cannot be present, then insure there are at least three people (including the coach) are present.
- At no time will a coach allow a player or players to stay with him or her in a hotel room at an out of town tournament or club function. Regardless of the player(s) age or if there has been previous parental permission.
- At no time will a coach and/or team manager verbally abuse a player including humiliating, degrading, or threatening remarks.
- At no time will a coach physically abuse a player including striking, spanking, shaking, or slapping.
- At no time will a coach sexually abuse a player including inappropriate sexual touching, exposure, or conduct which creates a sexually hostile environment.
- Coaches are not to buy gifts or give money to players.
- Coaches are to avoid fraternization with players in non-sanctioned activities.

- At team functions including team dinners, coaches are to avoid the use of alcohol and tobacco products in the presence of players.
- Profanity, inappropriate jokes, sharing of intimate details of one's personal life, and any kind of harassment in the presence of players or parents is prohibited.
- At out of town tournaments, no single coach will have members of the opposite sex staying with him or her. Unique circumstances need to be reviewed in advance.
- Parents, step-parents, and/or guardians of players ejected from games will require written notification by the team manager within 24 hours of the incident to the Executive Director and the Risk Management chairperson. Such incidents will be investigated.
- Other incidents of inappropriate behavior by parents, step-parents, and/or guardians of players including fighting, physical violence, threats, and related activities at games or team functions will result in multi-game suspensions and / or expulsion from the club.
- Avoid placing on the LKN Volleyball Club, Inc. website personal information involving a players home address, home phone number, e-mail address and related personal information.
- Recruiting information on the web site should be directed to the attention of the specific team coach.
- Player profile information being disseminated to college coaches at state sanctioned and approved tournaments is acceptable.
- Document unusual situations, suspected abuse, and / or inappropriate conduct observations to the Club Director and Risk Management chairperson immediately.

### **11.5 Emergency Procedure**

In the event of an emergency, the coach on-site will contact all appropriate medical & protection agency.

### **11.6 Grounds for Club Membership Termination**

Every effort will be made to ensure the positive experience for all players and parent members involved. Player dismissal is a right reserved by the organization for use as a last resort when all other resources of conflict resolution have been exhausted. Any player dismissed by authority of the Board of Directors through the infraction of the stated organization rules will still be held liable for any and all outstanding registration fees and club dues as outlined at the beginning of the season and will not be entitled to a refund of any such fees paid to the organization. While LKN Volleyball Club has made every effort to outline its comprehensive policies and procedures, recognize that not all scenarios may be covered within this document. The LKN Board of Directors reserves the right to terminate membership at any point if it feels an athlete or parent/guardian has acted outside of the best interest of the club's fundamental principles.

Examples of actions that are grounds for immediate dismissal from the club include (but are not limited to) the following:

1. Use of alcohol, tobacco, or drugs (other than those appropriately prescribed under the direction of the player's physician) by any player is prohibited at all times.
2. Any form of abuse verbal, physical, or otherwise will not be tolerated from any player, parent member, coach, or any other associate of the organization.
3. Any form of denigration of the club coaches, board members or sanctity of the club.

## 12.0 Parent / Player / Coach Signature Page

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### ACKNOWLEDGMENT AND RECEIPT OF POLICIES & PROCEDURES HANDBOOK

I, \_\_\_\_\_ (LKN Coach, LKN Legal Player Guardian/Parent, Player Participant) acknowledge that I have received a copy of the LKN Policies and Procedures Handbook. I understand that I have an obligation to familiarize myself with and abide by the contents and provisions of this handbook and any other policy manuals, work rules, practices and/or procedures of LKN Volleyball Club. I acknowledge LKN's Stay to Play policy and understand the financial requirement to fulfill the Stay to Play requirement for each tournament night classified by LKN. I understand that nothing in this Policies & Procedures Handbook constitutes a guaranteed contractorship or membership.

I further acknowledge that this handbook is the property of LKN Volleyball Club, Inc.

#### Coach

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Parent of Minor Participating Player

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Participating Player 18 yrs in age

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

